

# **STOCKTON UNIFIED SCHOOL DISTRICT**

## **ASSISTANT SUPERINTENDENT, HUMAN RESOURCES**

### **DEFINITION**

Responsible for the development, planning, organization, administration and supervision of certificated and classified personnel, position control, employer/employee relations and the equal opportunity program in the District and perform a variety of assigned duties.

### **SUPERVISION RECEIVED AND EXERCISED**

Receive general supervision from the Superintendent of School. Exercise direction and supervision over all employees within the Human Resources Department.

### **EXAMPLES OF DUTIES** – Duties may include, but are not limited to, the following:

Plan, coordinate, direct and assign certificated and classified personnel services, employer/employee relations, equal opportunity, policy development, staff development and personnel planning that will support and facilitate the educational programs of the District.

Develop and maintain personnel services under the provisions of State Education Code, District collective bargaining contracts, labor relation laws, and State and Federal employment guidelines.

Develop, revise, implement and maintain District personnel policies and administrative procedures.

Plan long-range District personnel needs.

Organize and render staff development District personnel in-service training programs.

Control and conduct periodic evaluations of personnel and employer/employee relation functions.

Coordinate District negotiations with certificated and classified employees bargaining units.

Responsible for the administration and implementation of all bargaining unit employee contracts.

Prepare and/or direct preparation of District, State and Federal reports in reference to functions within personnel services and employer/employee relations.

Work with District office and site administrators in personnel and employer/employee relation matters such as recruitment and selection, staffing, employee contract administration, discipline, etc.

Conduct employer/employee relation research, and reviews employer/employee legislation and laws.

Direct the development and revisions of job descriptions for certificated and classified district positions.

Plan and coordinate district classified and certificated staffing which includes monitoring of credentials and seniority systems.

Formulate employment, dismissal, and layoff recommendations.

Serve as a member of the Superintendent's Cabinet.

Perform a variety of assigned duties.

## **QUALIFICATIONS**

### **Knowledge of:**

- Laws, rules and guidelines affecting the administration of public school district, personnel administration and employer/employee relations management
- Principles and practices of public school district administration and organization
- Laws and development of equal employment opportunity programs
- Public information principles and techniques
- Principles of supervision, training and program administration

### **Ability to:**

- Plan, develop, coordinate and direct a comprehensive personnel and employer/employee relations program for certificated and classified employees
- Analyze program activities and implement procedures which will improve human resources services
- Ensure that personnel and employer/employee relations programs and activities are carried out in compliance with state and federal regulations
- Collect, interpret and analyze complex technical data as well as identify potential problems, evaluate alternative solutions and prepare sound recommendations
- Establish and maintain effective working relationships with others
- Make effective public presentations of program information

### **Education and Experience:**

- Master of arts degree from an accredited college or university
- Five (5) years of experience with increasing levels of responsibility in an administrative capacity preferably with two (2) years of successful human resources experience with employer/employee relations duties, preferably in a large school district or large organization

### **License or Certificate:**

- A valid California Administrative Services Credential
- Possession of valid California driver's license

## **WORKING CONDITIONS:**

### **Physical Demands:**

Employees in this position must have/be able to:

- Enter data into a computer terminal and operate standard office equipment.
- Hear and understand speech at normal levels and on the telephone with or without hearing aids.
- See and read a computer screen and printed matter with or without vision aids.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Sit for extended periods of time.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.
- Lift and/or carry up to 25 lbs at waist height for short distances.

### **Salary Placement:**

Management Team Salary Schedule

Tier 8, Range 01

12-month work year

Board Approval: 03/01/19

Management re-alignment effective 03/01/19

(Board of Education approval effective 7/1/2000 – (new contract and change position title)

Revised: 12-19-2008, 06-11-2009, 09/10/2010, 01/04/2011, 06/06/2011, 03/01/2019